

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SOCIAL SERVICES

DATE: NOVEMBER 25, 2009

COMMITTEE MEMBERS PRESENT:

SUPERVISORS TESSIER
 O'CONNOR
 KENNY
 MERLINO
 STRAINER

COMMITTEE MEMBERS ABSENT:

SUPERVISORS SHEEHAN
 BENTLEY

OTHERS PRESENT:

REPRESENTING THE DEPARTMENT OF SOCIAL SERVICES:
 SHEILA WEAVER, COMMISSIONER
JOAN SADY, CLERK OF THE BOARD
SUPERVISOR THOMAS
SUPERVISOR TAYLOR
SUPERVISOR PITKIN
SUPERVISOR SOKOL
SUPERVISOR GIRARD
JOANNE COLLINS, LEGISLATIVE OFFICE SPECIALIST

Mr. Tessier called the meeting of the Social Services Committee to order at 11:15 a.m.

Motion was made by Mr. Kenny, seconded by Mr. Merlino and carried unanimously to approve the minutes of the October 23, 2009 Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Sheila Weaver, Commissioner of Social Services, who distributed copies of her agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Mrs. Weaver addressed the overtime (OT) report and noted that OT had increased since the previous pay period; however, she stated the current figure was 30 hours less than the same time last year. She reported that OT continued to average 51 hours per pay period. The reasons for overtime, she said, were due to a resignation in the Medicaid Unit and Foster Parent training which caused staff to be away from the Office which necessitated after-hours work.

Regarding Agenda Item 2, the Budget Performance Report, Mrs. Weaver stated that she would address the report later in the meeting.

Agenda Item 3, Mrs. Weaver stated, pertained to reimbursement for the Title IV-E Foster Care Maintenance and Adoption Subsidy which had increased by 6.2%. She apprised that it was her understanding that the increase was the result of the successful New York State Audit which would create a minimum of \$81,387 in additional revenue.

Mrs. Weaver presented Agenda Items 4 through 8 which included the following personnel requests:

- To create and fill the position of Director of Child Support Enforcement and Fraud, with a base salary range of \$37,934 to \$46,293, Grade 17, effective December 18, 2009, thereby amending the table of organization.
- To abolish the position of Supervising Support Investigator, base salary of \$43,259, Employee No. 4426, Grade 15, effective November 30, 2009, due to retirement, thereby amending the table of organization.
- To fill the vacant position of Social Welfare Examiner, base salary of \$29,199 (100% reimbursed), Employee No. 1629, Grade 8, due to a lateral transfer.
- To fill the vacant position of Sr. Account Clerk, and any resulting back-fills, base salary of \$28,041 (75% reimbursed), Employee No. 11103, Grade 7, due to resignation.
- To fill the vacant position of Intake Clerk and any resulting back-fills, base salary of \$24,480 (100% reimbursed), Employee No. 11408, due to resignation.
- To fill the vacant position of Intake Clerk and any resulting back-fills, base salary of \$24,480 (90% reimbursed), Employee No. 11368, due to resignation.

Motion was made by Mr. Kenny, seconded by Mr. Merlino and carried unanimously to approve Agenda Items 4 through 8 which included all the items outlined above, and to refer same to the Personnel Committee. *A copy of the Request to Create New Position, and copies of the Notices of Intent to Fill Vacant Positions are on file with the minutes.*

Joan Sady, Clerk of the Board, noted that the creation of the new position in Child Support Enforcement Fraud would result in an additional unanticipated \$26,000 to the 2010 Budget and she reminded Mrs. Weaver that the salary for the position would need to be established.

Mrs. Weaver presented Agenda Item 9, a request to amend the 2009 County Budget to increase estimated revenues and appropriations under new Code No. A.6140.0175 - Homeless Prevention Rehousing Program, in the amount of \$44,976. She noted that these funds were part of the Homeless Housing grant and the amount noted above was for the fourth quarter of 2009. She added that utilization of the funds would begin this month in order to reduce expenditures for the homeless.

Motion was made by Mr. Kenny, seconded by Mr. Merlino and carried unanimously to approve the request to amend the 2009 County Budget as outlined above, and to refer same to the Finance Committee. *A copy of the Request to Amend County Budget is on file with the minutes.*

Mrs. Weaver presented Agenda Items 10 a. through d. which included four requests for in-state travel as follows:

- Welfare to Work Core Training in Albany, NY, from November 17 -19, 2009 and December 8 - 10, 2009, at a room rate of \$39.50 per night.
Employee(s) to attend: Rebecca Hill
- Welfare to Work Core Caseload Management System Training in Rensselaer, NY, from December 15 -16, 2009.
Employee(s) to attend: Rebecca Hill
- CW/Child Protective Services Common Core Training in Albany, NY, from December 1 - 4, 2009; December 14 - 18, 2009; January 4 - 8, 2010; and January 20 - 22, 2010, at a room rate of \$50 per night and \$13 per day for lunch.
Employee(s) to attend: Lisa Woititz
- New York Public Welfare Association (NYPWA) Winter Conference in Albany, NY, from January 26 - 29, 2010, at a meal cost of \$13 per day for lunch.
Employee(s) to attend: Sheila Weaver, Suzanne Wheeler, Harold B. McGee, Anthony Jordan, Winston Varnum, Jamie Brochu, Kelly Barker, Lorrie Mosher, Kim George, and Emily Kladis

Motion was made by Mr. Kenny, seconded by Mr. O'Connor and carried unanimously to approve the four travel requests as outlined above. *Copies of the Authorizations to Attend Meeting and Convention for items a., c., and d. are on file with the minutes.*

Mrs. Weaver presented a request for Lisa Zulauf to be awarded the Warren County Employee Suggestion Award for her idea to negotiate with motels for lower room rates in the summer. Mrs. Weaver stated that as a result, the hotel rate was reduced from \$650 to \$400 per week. Mr. Taylor commended Ms. Zulauf for her initiative, professionalism and positive attitude.

Motion was made by Mr. Kenny, seconded by Mr. Merlino and carried unanimously to approve the request to recognize Lisa Zulauf as outlined above, and to refer same to the Personnel Committee. *A copy of the resolution request form is on file with the minutes.*

Agenda Item 12, Mrs. Weaver stated, was a request to extend the contract for the Annual Plan Update for the Children and Family Services Plan (CFSP), from October 15, 2009 through December 31, 2010. She noted the CFSP was a joint effort with the DSS, the Youth Bureau and Probation Department.

Motion was made by Mr. Merlino, seconded by Mr. Kenny and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the December 18, 2009 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mrs. Weaver announced that two employees whose positions had been identified for grade and salary reductions had announced their retirements effective December 28, 2009 and included Michael Jabaut, Director of Administrative Services and Douglas Herschleb, Director of Services. Mr. Kenny stated that he expected that the necessary preparation was underway to recognize the two retirees at the December Board meeting. Mrs. Weaver remarked that jointly, the two individuals had completed a total of nearly 70 years of service to Warren County. Mrs. Weaver stated that she would forward their terms of service to Mrs. Sady and she added that she would include the Supervising Support Investigator who dedicated 35 years of service to Warren County.

The final Agenda Item presented by Mrs. Weaver requested permission, and/or the opinion of the Committee regarding the position of Deputy Commissioner of Social Services. She apprised that more than half of the Counties in New York State had a Deputy Commissioner serve at the will of either the Commissioner or the Legislative Body.

It was the consensus of the Committee that Mrs. Weaver continue research and data compilation relative to the position of Deputy Commissioner of Social Services.

Addressing the pending item, Mrs. Weaver presented the list of mandated programs in Washington County. She stated that she had not received information from Saratoga County to date. She enumerated that the mandated programs in Washington County included Temporary Assistance, Food Stamps, Home Energy Assistance, Medicaid, Daycare, Child Support, Adult Protective, Child Protective, Preventive (included a contract with North East Parent & Child), Foster Care and Adoption (Washington County recruited and trained their own foster homes), Detention Services (Washington County no longer contracted for beds), Personal Care Services, Fraud, Resource & Recovery, Staff Development, County Home, Domestic Violence Project, Employment Services, and Food Stamp Education. Mr. Kenny stated that he did not observe any programs carried out by Washington County that were not also active in Warren County and Mrs. Weaver concurred.

Concluding the Agenda review, Mrs. Weaver returned to Agenda Item 2, the Budget Performance Report. She reported the percentages of the total budget used for various line items which included Regular Salaries at 82%, Overtime at 81%, and Training/Travel/Conference at 45%, of which the remainder, she stated, would be sufficient for the duration of the budget year. She further stated that Fuel was at 38% and Hospitalization at 91% which, she projected would also sustain for the remainder of 2009.

Mr. Merlino requested that Mrs. Weaver provide copies of the Budget Performance Report to the Committee beginning in 2010.

As there was no further business to come before the Social Services Committee, on motion made by Mr. Strainer and seconded by Mr. Merlino, Mr. Tessier adjourned the meeting at 11:40 a.m.

Respectfully Submitted,

Joanne Collins, Legislative Office Specialist